

# ACADEMY

## Course Based Learning Management System

### **Administrator Usage Guide**

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## 1. Dashboard

- a. System summary shown in the home page. Total number of courses, Total number of lessons, Total number of Enrolments, Total number of Students are being shown in the dashboard.

## 2. Categories:

- a. Category
  - b. Add New Category
- How to create Category?
    - From the Admin panel navigation menu, go to the Categories. The admin will be able to see a list of categories that admin has created. On the top of the list there is a button named “+Add Category”. On clicking that button admin will see a form for creating categories.
  - How to create Sub-category?
    - For creating sub-categories, Admin can create sub-category for the Category page. He has to select a category to create a subcategory of it. Just click on the Action dropdown menu of that specific category and select the Manage Sub Category option. It will take admin to the Sub-category page. Where admin can see a list of the Sub-categories of that specific category. On the top of the list there is a button named “+Add

Sub Category”. On clicking that button the admin will see a form for creating a Sub category.

### 3. Courses:

- How to create courses?
  - For creating a course, Admin has to create a Category and a Sub-category first. Admin will be able to see all the courses on the Course page. Go to the Courses option from the admin left navigation menu, it will show a list of all created Courses. By selecting the desired category and sub category admin can filter the course list. A form will appear after clicking on the “+Add course” button on the top. Admin can create new courses by giving all the necessary data.
  - While creating a course admin can provide valuable information like meta keyword, meta description for that specific course to make it easy for search engines to find and organize it. What we call Search Engine Optimization or SEO
- How to add multiple instructors in a single course?
  - Adding multiple instructors in a single course can be done in the course edit view. After creating a course go to course edit view and select the tab Basic. There you will find “Add new instructor” field. Type your desired instructors name or email you will find him. Click enter and like this you can add multiple instructors for a single course.

COURSE MANAGER

Back to course list
View on frontend

Curriculum
Basic
Requirements
Outcomes
Pricing
Media
Seo
Finish

Instructor of this course

Johns Doe

Virginia Reynolds

Mostafa Miah

Add new instructor

Johns Doe ( admin@example.com )

Virginia Reynolds ( sevou@example.com )

Jane Doe ( instructor@example.com )

Mostafa Miah ( mostafa@example.com )

Course title\*

Virginia Reynolds ( sevou@example.com )

Short description

Mostafa Miah ( mostafa@example.com )

- How to create Coupon codes?
  - In Academy Admin can create coupon codes for students. Student can use this coupon codes while purchasing courses. The total price will be reduced according to the given discount against each coupon code.

Admin can add this coupon code from course section.

Show	10	entries	Search:	
#	Coupon code	Discount percentage	Validity till	Actions
1	QURBANI40	30%	Tue, 25-May-2021	<a href="#">i</a>
2	BAISHAKH20	2%	Thu, 20-May-2021	<a href="#">i</a>

Showing 1 to 2 of 2 entries

< 1 >

- How to manage Sections?
  - Every course should have at least one section. Admin can select a course for managing sections of it. Just go to the Course page from the admin navigation menu, select a course, click on the Action dropdown menu, choose Sections and Lesson option. A list of created sections for that specific course will appear. Admin can create new sections by simply clicking on “+Add Section” button. Admin can Edit, Delete and Serialize those sections also.

- How to manage Lessons?
  - For managing course lessons, the admin can go to the course edit view. The button “+Add Lesson” will appear there. Clicking on that button will show the available types of lessons. Admin will select one and will provide required data for that specific type of lesson.
- What are the available types of lessons?
  - Right now, Academy has:
    - YouTube video type lesson,
    - Vimeo video type lesson,
    - Video file type lesson,
    - Video url [.mp4] type lesson,
    - Document [pdf, doc, txt] type lesson
    - Image type lesson and
    - Iframe type lesson

Add new lesson

Select lesson type

☒ YouTube Video

☐ Vimeo Video

☐ Video file

☐ Video url [ .mp4 ]

☐ Document

☐ Image file

☐ Iframe embed

Next



Close

- Required things you need to add YouTube or Vimeo video lessons.
  - For adding YouTube or Vimeo video lessons, you will need their API key first. For YouTube, make sure that **DataApi** is enabled and **allow\_url\_fopen** is enabled in your server. **If any of those is not enabled, YouTube video urls will not work how it is supposed to work like, Duration will not be calculated or Course preview will not work etc.** Now put those keys inside system settings and you are good to go.
- Things you need to check before adding a Video file lesson?
  - Video file type lessons are nothing but video files which you can upload via your computer or other system. But before uploading any video, there are some necessary things you need to check. Check these below points on your server's php configuration.
    - **Max\_execution\_time**
    - **Post\_max\_size**
    - **Upload\_max\_filesize**

Below you will find some FAQs about these.



- How to increase **Max\_execution\_time** on server?
  - The view or availability can differ from server to server. **Max\_execution\_time** determines the maximum time it will take to execute a form submission. The straight answer of this question is to update the **Max\_execution\_time** on php ini file. The location of the ini file depends on your server. Like on most of the servers you can change it from **MultiPHP INI Editor**. Click on **MultiPHP INI Editor** and choose your domain first and then search for **Max\_execution\_time**. The default value of **Max\_execution\_time** is 30. Which means 30 seconds. Increase it to at least **300** seconds.



 MultiPHP INI Editor 

max\_execution\_time

This sets the maximum time in seconds a script is allowed to run before it is terminated by the parser. This helps prevent poorly written scripts from tying up the server. The default setting is 90.

300

- How to increase **upload\_max\_filesize** on server?
  - The view or availability can differ from server to server. **upload\_max\_filesize** determines the maximum size for uploading. You can update the **upload\_max\_filesize** from php ini file. The location of the ini file depends on your server. Like, on most of the servers you can change it from **MultiPHP INI Editor**. Click on **MultiPHP INI Editor** and choose your domain first and then search for **upload\_max\_filesize**. The default value of **upload\_max\_filesize** is 32M. Which means 32 Megabyte. The value of **upload\_max\_filesize** depends on the videos you are going to upload. Let's say you've updated the **upload\_max\_filesize** value to 256M which means 256 Megabyte. After that you will be able to upload videos which are below or equal 256 Megabyte. Bigger than that will not be uploaded.

 MultiPHP INI Editor 

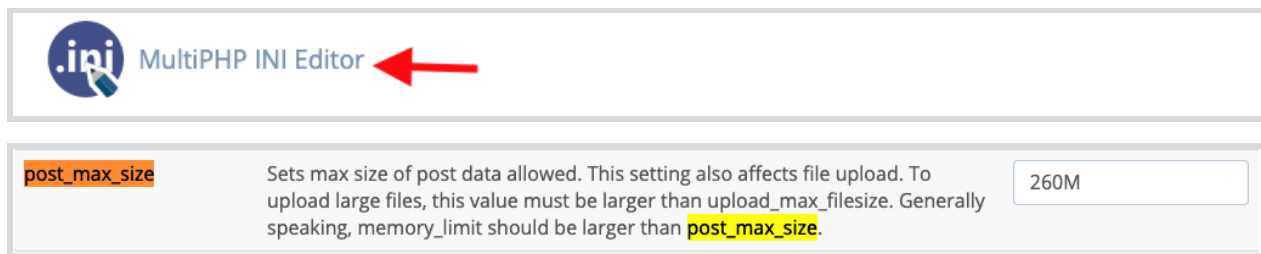
upload\_max\_filesize

The maximum size of an uploaded file.

256M

- How to increase **post\_max\_size** on server?
  - **The view or availability can differ from server to server.** **post\_max\_size** determines the maximum size for all POST body data of a form. You can update the **post\_max\_size** from php ini file. The location of the ini file depends on your server. Like, on most of the servers you can change it from **MultiPHP INI Editor**. Click on **MultiPHP INI Editor** and choose your domain first and then search for **post\_max\_size**. The default value of **post\_max\_size** is 8M. Which means 8 Megabyte. The value of **post\_max\_size** depends on the videos you are going to upload. Let's say you've updated the **post\_max\_size** value to 260M which means 260 Megabyte. After that you will be able to upload videos which are **below** 260 Megabyte. Bigger than or equal to that will not be submitted. Because it will be submitted via a form.

One last thing, make sure that the value of **post\_max\_size** is bigger than **upload\_max\_filesize**.



The screenshot shows the MultiPHP INI Editor interface. At the top, there is a header with a ".ini" logo and the text "MultiPHP INI Editor". A red arrow points to this header. Below the header, there is a table with two columns: the directive name and its description. The first row shows "post\_max\_size" in an orange box. The description states: "Sets max size of post data allowed. This setting also affects file upload. To upload large files, this value must be larger than upload\_max\_filesize. Generally speaking, memory\_limit should be larger than post\_max\_size." The value "260M" is entered in a text box on the right.

Directive	Description	Value
post_max_size	Sets max size of post data allowed. This setting also affects file upload. To upload large files, this value must be larger than upload_max_filesize. Generally speaking, memory_limit should be larger than post_max_size.	260M

**N.B: Increase the value of those directives otherwise files will not be uploaded.**

If you have done with the configuration part, Now you can simply provide the Title, Section , Duration and Summary to the lesson add form.

#### 4. Admins

- How to create Admins and how to provide permission to those admins?
  - As root admin, you can create multiple other admins in Academy. But those are not root admins like you. They are kind of sub admins. You can provide permissions to them and they can perform only those actions.
  - Like if you give permission to an admin to access the courses only he can only be able to access the Course feature only. Not others.

##### ASSIGN PERMISSION FOR : ROSS GELLER

Note : You can toggle the switch for enabling or disabling a feature to access.

Feature	Action
Category	<input type="checkbox"/> Off
Course	<input checked="" type="checkbox"/> On
User	<input type="checkbox"/> Off
Instructor	<input type="checkbox"/> Off
Student	<input checked="" type="checkbox"/> On
Enrolment	<input checked="" type="checkbox"/> On
Revenue	<input checked="" type="checkbox"/> On
Messaging	<input checked="" type="checkbox"/> On
Addon	<input checked="" type="checkbox"/> On
Theme	<input type="checkbox"/> Off
Settings	<input checked="" type="checkbox"/> On

## 5. Instructors

- How to create Instructors?
  - For adding instructors, go to the instructor menu from the left side navigation bar and select instructor list. You will find all the available instructors there. On the top there is a button called Add instructor. Click the Add instructor button, and it will take you to the instructor registration form. Provide data and press submit for submitting the form.
- How to manage Instructor Payouts?
  - Now, As Admin you can manage instructor payouts. Click on the Instructor payout menu from the left sidebar. You will find a tab view inside it. Completed Payout tab will have a list of completed or processed payouts. You can filter with a preferred data range.
  - On the other hand Pending payout list will have all the requested payouts by different instructors.
- How to pay or process a pending payout requested by an instructor?
  - If an instructor publishes a course, on every purchase he will get a commission. That commission percentage will be set by admin from the admin settings. Below we've described how to set the commission percentage. If that course got purchased multiple times the instructor's revenue will get increased. Then if an instructor wants to withdraw the amount, he can simply put it with a withdrawal request to the admin. Admin will have it inside Pending Payouts with all other requested payouts. Then admin can simply pay that requested

payout via paypal or stripe.

- How to manage Instructor settings?
  - Admin can enable or disable the public instructor role from the Instructor settings. If the admin keeps it as Disabled, no user can apply for becoming an Instructor.
- How to set Instructor Commission percentage?
  - Go to the Instructor settings and put the instructor revenue percentage there.

#### 6. Student:

- a. Admin will be able to see all the student list who signed up for. Just go to Student from Admin navigation menu. Admin will be able to create student by himself also. He can also Edit and Delete student from the Student page.

#### 7. Enrollment:

- a. Admin will be able to see the list of all the enrolled student will appear on Enroll history page. Admin can find this from admin navigation menu to Enroll History.
- b. Admin can enroll a student manually. From Enroll A Student option.

#### 8. Report:

- a. Admin Revenue:
  - i. After every successful course purchasing, Admin will get the entire amount as revenue if he creates the course. And if he is not the creator of that course he will get a predefined amount from that. Admin revenue option will show all of them.
- b. Instructor Revenue:
  - i. If an instructor publishes a course, After a successful purchasing Admin will pay him an amount (**Which**

**will be calculated based on Instructor settings > Instructor Revenue Percentage).** All the payment info with payment status will be shown here.

9. Message:

- a. Admin can find a Message option in the admin navigation menu. Where he can start or continue a one to one conversation between him and his students.

10. Addons:

- a. Addon Manager
  - b. Available Addons
- What is Addon manager?
- Academy LMS now supports addon system for expanding application utilities. We will release different types of addons day by day which will add a new dimension on Academy.
  - For getting addons, you can click on the Available addons option or you can check our website.

11. Settings:

- a. System Settings
- b. Frontend Settings
- c. Payment Settings
- d. Manage Language

- What is System Settings?
  - Settings are the key component of any management system. The flexibility of a system is defined by its easy to handle settings. The “System Settings” will let the Admin to change the basic system settings by editing the required data field. Also it gives a feasibility to change logo, contact information other important settings aspect.
  - On system settings Admin now can provide valuable information like meta keyword, meta description and author name and make it easy for search engines to find and organize it. What we call Search Engine Optimization or SEO
- What is Frontend Settings?
  - The “Frontend Settings” will let the Admin to change the basic settings for Fronted by editing the required data field. Also it gives a feasibility to change the frontend logo, home banner, About, Privacy Policy and Terms and condition other important settings aspects.
- What is Payment Settings?
  - The “Payment Settings” will let the Admin change the payment settings like Client ids, Secret keys, public keys of different types of payment gateways. Also it gives a feasibility to change the Test Mode.
  - From payment settings admin can set the currency. Admin can set 3 types of currencies. One for System default currency, another is for PayPal currency and the last one is for Stripe currency. For keeping consistency Admin should keep all the currency the same.

- What is Manage Language?
  - The software supports multiple languages. For selecting a language which can be availed from “Settings” section. Click on “Language Settings” option and it will show all the available languages and allows new languages with its “Add Language” tab.
  - Academy LMS now supports Language switching from the Frontend. On the footer there is a Language switcher for the end users. One thing, When a user switches a language from frontend it will translate the frontend part only, not the entire system. The backend language will still be managed by the Admin himself.
  - **Academy LMS now supports RTL (Right to Left) alignment.** Not by default. A new theme has been released for Academy LMS, which will make this application’s frontend alignment to RTL.

## 11. Manage Profile

- The profile information can be edited by clicking at “Admin Profile image” from the Header. The information can be edited and saved using this “Update Profile”.